

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 04-040

TO: Littlefield Unified District, Mohave County Superintendent

FROM: Maggie Singler

DATE: April 5, 2004

SUBJECT: Certificate of Educational Convenience Students Attending Schools in an Adjoining State (A.R.S. 15-825.01)

All required worksheets to claim tuition of Certificate of Educational Convenience A (CEC-A) for students attending school in an adjoining state (A.R.S. 15-825.01) are posted on the Department's web site in Excel format at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. The "Tuition Worksheets for Students Attending Schools in an Adjoining State" are to be completed by the district of residence. The students attending school out of state must be reported on the Membership and Absence Report under the appropriate out of state district's County Type District number. The district of residence must complete page 1 of the forms to compute an equalization base for the CEC-A students. The calculated tuition on page 2 is equal to the lesser of the tuition charged or the attending districts guaranteed tuition level minus the equalization base for the students. If line 5 on page 2 is negative, the district will not receive excess tuition for these students as the amount of support the district received per student is more than the attending district's tuition charge. Excess Tuition is received if costs are in excess of the equalization base. The district of attendance must complete page 2, the "Tuition Worksheet for Students Attending School in an Adjoining State". This form is to be forwarded to the district of attendance by the district of residence. ***Receipt of accurately completed Tuition worksheets submitted by May 3, 2004 would be calculated for funding during fiscal year 2004. Tuition worksheets received after May 3, 2004 will be processed on a first come basis.***

The Regular Education Student Counts for your CEC out of state students will be listed on the ADMS 40-01, Current/Prior Year Residence ADM and ADA, report. ADMS 40-01 is posted on your district's home page on the Department's web site at <http://www.ade.az.gov/districts/>.

The CEC funding for your school district is dependent on valid certificate information. If any student certificate does not show a SAIS ID number and the student has been reported on the Special Education Census, you must amend the certificate with the correct SAIS ID number and return the form to School Finance. Any students that are reported on the Special Education Census as a CEC student and do not have corresponding information on the students certificate, will be deleted as a CEC student from the Census and they will NOT be funded as a CEC student. ***All required student detail data successfully submitted by May 3, 2004 would be eligible for funding during fiscal year 2004. Data successfully submitted and received after May 3, 2004 will be processed on a first come basis.***

If you need additional assistance regarding file submissions/processing, please contact one of the following - a RTC at <http://www.ade.az.gov/rtc/>, or the Arizona Department of Education Support Center at (602) 542-7378 or toll free at (866) 577-9636.

If you have any questions regarding CEC's please contact Lori Damanti at (602) 542-3303 or e-mail <mailto:ldamant@ade.az.gov>.

cc: County School Superintendents